

If you are planning a new construction project involving water, sewer or storm drain systems, you will need to familiarize yourself with the site plan approval process.

This document outlines the requirements necessary for preparing and submitting a Site Plan to the Brookline Department of Public Works (DPW) Engineering Division. Once approved by the Brookline DPW, Site Plans are valid for two (2) years. In many situations, DPW's approved Site Plan is a prerequisite for additional town permits.

In addition to information on the Site Plan Requirements, this section will also provide a menu of other supporting documents, guidelines and forms as well as other helpful information that you may need to successfully complete the site plan and permitting processes. To review any Department of Public Works regulations, please visit this page.

The first step is the submission of the Site Plan (including autocad File), Application Permit, Site Plan Review Checklist and supporting documents, drawings, permits, etc. Once the Director of Engineering and the Director of Water and Sewer approves the Site Plan, a permit will be issued.

Please contact the Town of Brookline Department of Public Works Engineering Division at (617) 730-2139 or by email ( [jhersey@brooklinema.gov](mailto:jhersey@brooklinema.gov) ) with any questions regarding this process.

### [Water/Sewer/Drain Application Permit Licensed Drainlayer's \(PDF\)](#)

This form provides information about the project, such as address, owner's name, ward, parcel number and telephone number.

### [DPW Site Plan Review Checklist \(PDF\)](#)

This step identifies requirements as well as various forms needed to prepare and submit a Site Plan. This checklist must be completed and submitted before a Site Plan can be reviewed.

### ACAD Standards and Templates

This document contains Brookline's Site Plan ACAD standards for design and as-built drawings. The inspection Sign-Off Schedule must be included with each as-built site plan submission (See AutoCAD Template for form)

The drawing templates below are in AutoCAD formats 2000, 2004 and 2010. They have been developed to include standard layers, colors, symbols, and forms that must be present on all plans submitted.

[Site Plan R2000](#)

[Site Plan R2004](#)

[Site Plan R2010](#)

### [Standard Construction Details \(Click Here\)](#)

The following represent the most commonly used standard details for water and wastewater projects. Other non-standard details are available upon request through the Engineering Division. The user should be aware that standard details are updated on a regular basis.

### Stormwater Information

Owners, developers or general contractors are responsible for stormwater management on their construction sites and may need to obtain permits from federal, state or local authorities. Brookline Public Works has prepared a section to help you determine what permits and from which authority you will need to obtain them from.

[Brookline Public Works Stormwater Webpage](#)

[Cutting and Capping of Sanitary Sewer / Storm Drain Laterals](#)

[Driveway Curb Cut Procedure, Application and Guidelines \(for Vehicular Access from Public Way\)](#)

[New Water Service Application and Replacement Information](#)

[Regulation For the Installation of Irrigation Meters](#)

[Brookline Concrete Sidewalk Specifications](#)

[Street Opening Application / Trenching Permit](#)

[Licensed Drainlayer's \(11/19/12\)](#)

[Instructions to Contractors and Engineers for the Installation of Water System Components](#)